

RIGHT OF WAY PLAT REVIEW

IN-HOUSE PLAT REVIEW

Pages 9-2 through 9-5 include a copy of the Right of Way Plat Review List. Project Development staff should use this list when they are reviewing the final draft of the plat. This list can also be used as a guide while the plat is in development.

Chapter 7 includes information regarding the drafting aspects of plat production. **The CADDs/Drafting Unit** can respond to any questions regarding this information and can also provide additional information regarding the graphic content of the plat.

CONSULTANT PLAT REVIEW

Page 9-6 is a copy of the review list that the Project Teams should use to review Consultant Plats. The Project Teams are also responsible for ensuring that:

- a) The consultant receives a copy of the CADDs/Drafting checklist included in **Chapter 7** and a copy of the Right of Way Plat Review List shown on **pages 9-2 through 9-5**. A signed copy of the Right of Way Plat Review List should accompany the final submittal of the right of way plat.
- b) The consultant understands their responsibility to provide quality control over all aspects of plat development. The District is no longer doing a thorough review of the plats, as this is the responsibility of the consultant.
- c) A copy of the approved **Design Study Report (DSR)** or **Early Acquisition Document** must accompany all plats.

RIGHT OF WAY PLAT REVIEW LIST

By signing this review list, the undersigned certifies that the items have been checked and reviewed by the firm of _____.

I. Title Sheet

- a) Is the correct "Begin and End Relocation Order" format shown on the Title sheet, Total Acre sheet and on applicable Detail sheets?
- b) The title block information should match the information shown on the ED-218, project set-up sheet.
- c) Is the R/W source note correct?
- d) Is the net length of centerline correct (make sure to take all mainline equations in to account).
- e) Make sure the correct coordinate system (WCCS, NAD 27 or 83(91)) is referred to in the coordinate orientation note.
- f) Is the number of Total Sheets filled in?
- g) Is there a Conventional sign and Abbreviations legend shown?

II. Schedule of Interests

- a) Make sure parcel numbers, names and TI acres match from the schedule to the detail sheets.
- b) Make sure all interests being acquired are listed.
- c) Make sure every 5th parcel is blank.
- d) Make sure total acreage note is on sheet.

III. Total Acre Sheet

- a) Make sure parcel numbers match from the schedule sheet, to the total acre sheet and to the detail sheets.
- b) Label all towns, cities, villages, corporate limits, public roads, lakes, rivers and streams.
- c) Make sure Begin and End Relocation Order is shown.

R/W Plat Review List - continued

IV. Detail Sheets

- a) Make sure the correct county conversion (grid) factor is shown and being used for (WCCS, NAD 27 or 83(91)). The conversion factor for WCCS should be shown as N/A
- b) Are the correct quarter-quarter designations or government lots shown (i.e. SW-SW; GOV'T LOT X)?
- c) Show the existing R/W dimensions.

When you are researching the existing R/W for your project, make sure you request a print of the plat. **DO NOT USE THE AS-BUILTS - they are not the historic document for Right of Way plat information.**

Right of Way plats can be found at http://dtd-1/gis/map_products.htm or requests should be given to the Right of Way Plat Unit.

- d) Label all buildings, wells, septic vents, iron pins and other pertinent topography.
- e) Show the correct curve notes (Grid coordinates on mainline P.I.'s only).
- f) The name of local government unit (i.e. Town of _____, Village of _____, City of _____).
- g) Label all highways, public roads, lakes, rivers, streams (flow direction shown), lots, outlots, blocks, subdivisions, and corporate limits.
- h) Make sure the property owner's names reflect what is on the deed.
- i) Make sure all property lines are labeled (i.e. denote if the centerline of the road is the P.L. or if the existing R/W line is the P.L.).
- j) List the Certified survey map information when applicable (i.e. Lot____, C.S.M.____, Vol. _____ P. _____).
- k) Show landline stationing (the reference line station - where the section line intersects the reference line).
- l) Make sure proposed R/W jogs are not on undefined property lines (when a monument falls on or near a property line the property owner often assumes that we have surveyed that property and determined that's where the property line is located.)

R/W Plat Review List – continued

- m) Show underground utilities and label them.
- n) Make sure all easements listed in the title searches are reflected on the plat with the proper dimensioning shown. **All utility easements of record should be shown using the format prescribed Chapter 8 of the WISDOT guide to Utility Coordination.**
- o) Include proper cross ties. (See example plats)
- p) Point numbers for monuments should correspond with coordinate table.
- q) Show the existing R/W source note - if same single source throughout the plat, the note is only shown on the title sheet, but if it varies the note is shown on each detail sheet. The point at which the existing R/W source changes, should be denoted.
- r) Show the dimension to nearest building of a group of buildings and to the single buildings, as well as most septic systems, that are within 50 feet of the proposed R/W line.
- s) Make sure slope intercepts are 10 feet inside the proposed R/W limits.
- t) Heavily outline buildings encroaching within the proposed R/W (totally or partially).
- u) Signs within the proposed or existing R/W or TI limits should be identified with the sign owner's name provided in a small table, per the example plat.
- v) Sufficient distances and bearings to provide a closed traverse of the Department's property as defined by the plat.
- w) Make sure all the information carried from one sheet to the next MATCHES from one sheet to the next (i.e. Reference line bearing, proposed R/W bearing and distance etc.).
- x) There should be sufficient distances and bearings to limit each description "envelope" to approximately 1/2 mile.

R/W Plat Review List – continued

- y) Are there letter designations from which Tl's can be commenced without having to start from a section corner?
- z) There should be sufficient information to easily describe Access Control.

FOR

DATE

FIRM

PROJECT DEVELOPMENT PLAT REVIEW LIST

The Project Development Unit is responsible for performing the following review of consultant right of way plats:

- I. Check to see that adequate R/W and easements are provided to do the job,(i.e. driveways, side roads, temporary features, etc.)
- II. Check slope intercepts in relation to proposed right of way line.
- III. Verify that access controls are shown properly.
- IV. Check that the real estate we are acquiring can be described from the plat.
 - a) Are the section quarter-quarters or government lots labeled? (i.e. SW-SW, GOV'T LOT X)
 - b) Is the type of section corner monument denoted? (i.e. Alum. Mon.)
 - c) Is the Town, Village or City name on each detail sheet?
 - d) Is the pertinent Certified Survey Map information listed? (i.e. Lot _____ , C.S.M. _____ , Vol. _____ / P. _____ .)
 - e) Are there sufficient distances and bearings shown to limit each description "envelope" to approximately 1/2 mile?
 - f) Is the TI description and TI acreage shown on applicable detail sheets? (i.e. TI slopes)
 - g) Is there sufficient information to easily describe Access Control?

***THE DISTRICT PROJECT DEVELOPMENT UNIT IS RESPONSIBLE FOR
THE REVIEW OF THE PLAT TO ENSURE THAT THE FDM AND
DISTRICT ONE REQUIREMENTS HAVE BEEN SATISFIED AND THAT
ALL OF THE LEGAL DESCRIPTIONS ARE CORRECT!***

REQUIRMENTS FOR INITIAL R/W PLAT SUBMITTAL

IN HOUSE

The Project Manager completes **Section 9-2 thru 9-5** in the District 1 R/W Plat Guide, reviews the WISDOT Guide to Utility Coordination, and Chapter 12 of the FDM.

The Project Manager should come to the R/W Plat Unit and indicate that a R/W plat is ready for signature.

The R/W Plat Unit will then go inform CADDs that the plat is ready to sign and that a title sheet is needed for signing. CADDs will plot a full sized paper title sheet and a ½ size set of the remaining sheets.

The Project Manager and a representative from the R/W Support Unit will take the plat to the appropriate Supervisor for signature.

The Project Manager should have a copy of the approved DSR.

Preliminary Plan & Profile and Preliminary Cross Sections, **stamped "preliminary"**

Both electronic and hard copies of the legal descriptions.

The Project Manager should also share any commitments and or concerns with R/E at this time. (See Example letter in **section 9-9**).

This information should be ready and delivered to the R/W Plat Unit at the time the plat is signed.

The R/W Plat Unit will deliver the signed copy of the plat with a copy of the approved DSR, etc. to CADDs. CADDs will plot the full size copies and four sets of ½ size plots. After dating all the sheets electronically, CADDs will deliver the sets to the appropriate people and bring the new stick copy to the R/W plat unit.

CONSULTANT

Prior to starting a R/W Plat the Consultant should review District 1 R/W Plat Guide, WISDOT Guide to Utility Coordination, and Chapter 12 of the FDM., and all of the Special Contract Provisions.

Requirements For Initial R/W Plat Submittal – continued

On any R/W plat the In-House Project Manager should have included the R/W Plat Unit early in the process to do a quick review. The R/W Plat Unit will check to see that the Consultant has the correct beginning and ending relocation order delineated, that the R/W plat is enclosed within a closed traverse, and that proper cross ties are used. The R/W Plat Unit also checks for other obvious things. We will also check that they have the correct levels on, no lines through text, give it an overall perusal. We do not check engineering.

The In-House Project Manager will typically ask what is needed from the Consultant. This is a little different depending on how the contract was written. If the consultant is responsible for revisions up to PS&E we do not need a full set of Mylar's. We need a Single Matt Reverse Mylar of title sheet, and the rest of the sheets can be paper plots. **These should all be dated for the day it is expected to arrive at the District.**

The In-House Project Manager should also advise the Consultant that the following items are needed for submittal;

- One full set of said Mylar's, if not responsible for revisions up to PS&E, (see above).
- One full size paper print (unbound).
- Four half size plots (unbound) not photo copies.
- Hard and electronic copies of the legal descriptions.
- Preliminary Plan & Profile, **stamped "preliminary"**.
- Preliminary Cross Sections, **stamped "preliminary"**.
- Copy of the completed Consultant checklist.
- Concern / Commitment letter. (See example letter in **section 9-9**).

The In-House Project Manager completes **section 9-6** in the District 1 R/W Plat Guide, and makes a copy for the R/W Plat Unit.

The Project Manager should then deliver all of the items listed above along with a copy of the approved DSR to the R/W Plat Unit for processing.

We take the title sheet to central office for scanning and reduction. CADDs will now process just like an in house plat.

DATE: June 12, 2002

TO: Real Estate Supervisor
District 1

FROM: Project Design Engineer

SUBJECT: R/E PLAT
I.D. xxxx-xx-xx

Please note the following concerns I have with the real estate on this project:

1. Parcel #1 has been determined to have petroleum contaminated soil and groundwater. This contamination is deep enough (approx. 10 feet) as not to conflict with proposed construction activities. The responsible party has been identified (not a property owner we are buying from) by the DNR and as such will be required to clean up this site.
2. There are a number of driveways locations that have been designed with relatively steep grades (greater than 8% for private or commercial driveway and 12% for field entrances). These driveways are shown in the cross sections. Please check with each property owners because slopes can be flattened and a TI added if necessary to provide better driveway grades.
3. Parcel #4 includes acreage that will be deeded to the DNR as a wetland mitigation site.